PERSONAL PERFORMANCE REPORT

DATE: 8/21/97 EMPLOYEE'S NAME: Destiny Ross DIVISION: 1638

ACTIVITIES CONDUCTED: ☑ W/W ☑ T/A ☑ A/A ☐ SOLVENCY CHECK CALLS 10

OBJECTIVE(S): Observation of Work Methods and Activities

SIGNIFICANT WORK METHODS OBSERVED	COMMENTS
	Activities were non existant in all calls contacted. Destiny failed to follow Management directives and performance is Sub Standard. Destiny acknowledged lack of performance admitting she did little or nothing in accounts contacted and had gone home early.
	Performance must improve, and needs to include, but not limited to, the following:
	- Work full days (8:00 Am - 5:00) you must notify management for anything other than an 8-5 day.
	- Check Voice mail not less than 4 times daily.
	- Follow Systematic Steps in order, fully execute each Step. Copy of Systematic Steps attached.
	- Communications, Pursue all questions / Concerns with Management.
	- Administration, insure understanding of Correspondence and Clarify with management as needed.
	- Organization, insure Binder, travel file, and Storage shed are organized and Maintained.
	- Insure updates are ordered and available on Vehicle
	- Review Retail Operations training and reference guide Volumes I and 2, addressing questions with Management.
	- Insure "Pager" Computer is Communicated on a daily basis. unsuccessful Communication reported to Help Desk.
	- To further assist you toward improving performance I have attached a Check list of Activities that Must be performed in each and every call contacted.
	- Specific details of Calls contacted are attached for your review and Handling.

OBSERVATIONS ON PRIMARY ACCOUNTABILITIES/PERSONAL ATTRIBUTES/OTHER:

Performance is Sub Standard and Must improve. A final Warning was issued in conjunction with this progress Report.

51862 5755

Manager's Signature: Robert J. Brunner

☐ Employee Signature: _____ ☑ Date Copy Provided to Empolyee: 8/26/97

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